

**SERIAL 10100 RFP DISPOSAL OF SURPLUS PROPERTY**

**DATE OF LAST REVISION: April 22, 2011**

**CONTRACT END DATE: MARCH 31, 2014**

**CONTRACT PERIOD THROUGH MARCH 31, 2014**

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **DISPOSAL OF SURPLUS PROPERTY**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **February 23, 2011 (Eff. 04/01/11)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

---

Wes Baysinger, Chief Procurement Officer  
Materials Management

MB/mm  
Attach

Copy to: Materials Management  
Barry Thiem, Sheriff's  
Gidget Vigil, Equipment Services

(Please remove Serial 04027-RFP from your contract notebooks)



## CONTRACT PURSUANT TO RFP

**SERIAL 10100-RFP**

This Contract is entered into this 23<sup>rd</sup> day of March, 2011 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Western Sales Management, Inc. , an Arizona corporation ("Contractor") for the purchase of Disposal of Surplus Auction services.

### 1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of Three (3) years, beginning on the 1<sup>st</sup> day of April, 2011 and ending the 31<sup>st</sup> day of March, 2014.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of Three (3) years, (or at the County's sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least thirty (30) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

### 2.0 FEE ADJUSTMENTS:

Any request for a fee adjustments must be submitted sixty (60) days prior to the current Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

### 3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit "A."

- 3.2 Payment shall be made upon the County's receipt of a properly completed invoice.

#### 3.3 INVOICES:

- 3.3.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract serial number
- County purchase order number

- Invoice number and date
- Payment terms
- Date of service or delivery
- Quantity
- Contract Item number(s)
- Description of service provided
- Pricing per unit of service
- Freight (if applicable)
- Extended price
- Mileage w/rate (if applicable)
- Total Amount Due

3.3.2 Problems regarding billing or invoicing shall be directed to the County as listed on the Purchase Order.

3.3.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/))

3.3.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

#### 4.0 AVAILABILITY OF FUNDS:

4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.

4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

#### 5.0 DUTIES:

5.1 The Contractor shall perform all duties stated in Exhibit "B", or as otherwise directed in writing by the Procurement Officer.

5.2 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

**6.0 TERMS and CONDITIONS:**

**6.1 INDEMNIFICATION:**

- 6.1.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.
- 6.1.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.
- 6.1.3 The scope of this indemnification does not extend to the sole negligence of County.

**6.2 INSURANCE REQUIREMENTS:**

- 6.2.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of A-, VII or higher. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.
- 6.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.
- 6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.
- 6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.
- 6.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 6.2.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

6.2.7 The insurance policies required by this Contract, except Workers' Compensation, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

6.2.8 The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

6.2.9 Commercial General Liability.

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

6.2.10 Automobile Liability.

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

6.2.11 Workers' Compensation.

6.2.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

6.2.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

6.2.12 Certificates of Insurance.

6.2.12.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

6.2.13 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

**6.3 WARRANTY OF SERVICES:**

- 6.3.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.
- 6.3.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

**6.4 INSPECTION OF SERVICES:**

- 6.4.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the Contract requires.
- 6.4.2 County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. County shall perform inspections and tests in a manner that will not unduly delay the work.
- 6.4.3 If any of the services do not conform with Contract requirements, County may require the Contractor to perform the services again in conformity with Contract requirements, at an increase in Contract amount. When the defects in services cannot be corrected by re-performance, County may:
  - 6.4.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and
  - 6.4.3.2 Reduce the Contract price to reflect the reduced value of the services performed.
- 6.4.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, County may:
  - 6.4.4.1 By Contract or otherwise, perform the services and charge to the Contractor any cost incurred by County that is directly related to the performance of such service; or
  - 6.4.4.2 Terminate the Contract for default.

**6.5 PROCUREMENT CARD ORDERING CAPABILITY:**

The County may determine to use a MasterCard Procurement Card, to place and make payment for orders under the Contract.

**6.6 INTERNET ORDERING CAPABILITY:**

The County intends, at its option, to use the Internet to communicate and to place orders under this Contract.

**6.7 NOTICES:**

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County  
Department of Materials Management  
Attn: Director of Purchasing  
320 West Lincoln Street  
Phoenix, Arizona 85003-2494

For Contractor:

Western Sales Management Inc.  
1616 S. 67th Avenue  
Phoenix, Az 85043  
John Cadzow  
[wsmauctionbiz@yahoo.com](mailto:wsmauctionbiz@yahoo.com)

**6.8 REQUIREMENTS CONTRACT:**

6.8.1 Contractor signifies its understanding and agreement by signing this document that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made (minimum or maximum). Orders will only be placed when County identifies a need and issues a purchase order or a written notice to proceed.

6.8.2 County reserves the right to cancel purchase orders or notice to proceed within a reasonable period of time after issuance. Should a purchase order or notice to proceed be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor. The County will not reimburse the Contractor for any avoidable costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order or notice to proceed.

6.8.3 Purchase orders will be cancelled in writing.

**6.9 TERMINATION FOR CONVENIENCE:**

The County reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

**6.10 TERMINATION FOR DEFAULT:**

6.10.1 In addition to the rights reserved in the Contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.

6.10.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County on demand.

6.10.3 The County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.

6.10.4 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

**6.11 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

**6.12 OFFSET FOR DAMAGES;**

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

**6.13 ADDITIONS/DELETIONS OF SERVICE:**

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

**6.14 RELATIONSHIPS:**

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the District and the Contractor.

**6.15 SUBCONTRACTING:**

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

**6.16 AMENDMENTS:**

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.



**6.17 RETENTION OF RECORDS:**

- 6.17.1 The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.
- 6.17.2 If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

**6.18 AUDIT DISALLOWANCES:**

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

**6.19 ALTERNATIVE DISPUTE RESOLUTION:**

- 6.19.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:
  - 6.19.1.1 Render a decision;
  - 6.19.1.2 Notify the parties that the exhibits are available for retrieval; and
  - 6.19.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).
- 6.19.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.
- 6.19.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

**6.20 SEVERABILITY:**

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

**6.21 RIGHTS IN DATA:**

The County shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

**6.22 INTEGRATION:**

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

**6.23 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:**

6.23.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

6.23.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.23.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

**6.24 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:**

6.24.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.

6.24.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of

the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

**6.25 CONTRACTOR LICENSE REQUIREMENT:**

- 6.25.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Materials Management and the using agency of any and all changes concerning permits, insurance or licenses.
- 6.25.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1502 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

**6.26 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

- 6.26.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:
  - 6.26.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
  - 6.26.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 6.26.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
  - 6.26.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.
- 6.26.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.
- 6.26.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

**6.27 PRICES:**

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

**6.28 GOVERNING LAW:**

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

**6.29 ORDER OF PRECEDENCE:**

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

**6.30 INCORPORATION OF DOCUMENTS:**

The following are to be attached to and made part of this Contract:

6.30.1 Exhibit A, Pricing;

6.30.2 Exhibit B, Scope of Work;

**IN WITNESS WHEREOF**, this Contract is executed on the date set forth above.

**CONTRACTOR**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

**MARICOPA COUNTY**

\_\_\_\_\_  
CHIEF PROCUREMENT OFFICER, MATERIALS  
MANAGEMENT

\_\_\_\_\_  
DATE

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LEGAL COUNSEL

\_\_\_\_\_  
DATE

## EXHIBIT A PRICING

SERIAL 10100-RFP	
NIGP CODE: 99800	
RESPONDENT'S NAME:	<u>Western Sales Management, INC</u>
ADDRESS:	<u>1616 South 67th Avenue</u>
	<u>Phoenix, AZ 85043</u>
TELEPHONE NUMBER:	<u>623-936-3300</u>
FACSIMILE NUMBER:	<u>623-936-8527</u>
WEB SITE:	<u>www.wsmauctioneers.com</u>
CONTACT (REPRESENTATIVE):	<u>John Cadzow</u>
REPRESENTATIVE'S E-MAIL ADDRESS:	<u>wsmauctionbiz@yahoo.com</u>

YES

WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT [ x ]

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT: [ x ]

[ x ] NET 10 DAYS

### 1.0 PRICING:

### Pricing (% Includes Transportation and other fees)

#### 1.1 Item Monthly Gross Sales Volume

#### Percentage Commission Based on Gross Sales Volume

\$0-2,000.00	<u>      2      </u> %
\$2,000.01+	<u>      2      </u> %
EBAY Sales (Ebay only acceptable)	<u>      2      </u> %

#### 1.2 Vehicle Aucitons (% Per Vehicle)

#### Percentage Commission Fee

\$0 - \$1000.00	<u>      2      </u> %
\$1,000.01 - \$5,000.00	<u>      2      </u> %
\$5,000.01 - \$10,000.00	
+	<u>      2      </u> %
Non-Operable	<u>      2      </u> %
EBAY Sales (Ebay only acceptable)	<u>      2      </u> %

### 1.3 Decal Removal:

<b>Doors</b>	<b><u>\$25.00</u></b>	<b><u>Per Vehicle</u></b>
<b>Full Vehicle</b>	<b><u>\$90.00</u></b>	<b><u>Per Vehicle</u></b>

## EXHIBIT B

### SCOPE OF SERVICES

#### 1.0 Intent

The intent of this contract is to form a percentage of sales contract with a contractor to manage all transportation and sales aspects of the County's surplus property operations in accordance with A.R.S. §11-251.9 - §11-251.55, the County's Procurement Code (Article 8) and the Maricopa County Capital Asset Manual.

The County defines capital assets as those that have a value of \$5,000 or greater. The responsibility of having assets removed from the specific County departmental Capital Asset Listing will, in all cases, reside within the respective department and be coordinated with the Department Capital Asset Liaison (i.e. Property Manager). This is to ensure the appropriate documentation is completed and sent to the County's Finance Department for appropriate action

Presently, the County auctions or disposes of approximately 65 County department's surplus property and is managed by the Sheriff's Office. The surplus Manager can be contacted at (602) 506-3317 or [surplus@MCSO.Maricopa.gov](mailto:surplus@MCSO.Maricopa.gov). This includes all items (outside of vehicles; see below) being disposed of in accordance with Article 8 of the County's procurement code.

The County disposes of all County vehicles that are scheduled for replacement along with other related automotive parts on pallets/lots.

It is upon the determination of the County to allow the sale of individual surplus items outside of this contract if it is advantageous for the County to do so.

All items are to be sold "as-is" with no warranty (ies), express, implied or otherwise.

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Section 2.8, below)

The County reserves the right to add additional contractors, at the County's sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County's needs or to ensure adequate competition on any project or task order work.

#### 2.0 Scope of Work

##### 2.1 SURPLUS ITEM DUTIES:

2.1.1 Contractor shall provide all labor, cash handling, required advertising, warehousing, and protection from the elements, transportation, inventory services, record keeping, security, any day-to-day sales, & auctioneering services in order to ensure the successful operation of the County's surplus property operations. All surplus property disposal services performed by the successful contractor must meet the provisions of the County's Procurement Code (<http://www.maricopa.gov/materials/p-code/policies.asp>) and the Maricopa County Capital Asset Manual (incorporated herein by reference).

2.1.2 Items should be protected as reasonably possible, for example electronics should not be left outside during a rainstorm. Outside items should be covered for protection.

2.1.3 The awarded/contracted vendor shall provide all necessary transportation of County surplus property based on set contracted rates (see Attachment A) from the County agency disposing of such to the site where the surplus property is being auctioned/sold. All pickup/transportation services will be at the contracted rate listed in the Attachment A "Pricing" page; rates are based portal to portal. Maricopa County reserves the right to deliver auction items to the vendor's site at no cost.

2.1.4 Contractor shall ensure all County assets to be sold have been inspected to verify any extraneous or extra County property that may be enclosed, attached, or otherwise not

generally considered a part of the asset, has been removed and returned to the County promptly.

- 2.1.5 Computers, fax machines, copiers, printers, or any technology product that has the capacity to store private information shall not be surplus through this contract unless the County deems this contract appropriate.
- 2.1.6 The Contractor shall install a Bar Code system that can record and store all information on items received for sale. The Contractor will furnish the bar code labels to the County departments so all items will be able to be labeled by the County prior to pickup.
- 2.1.7 The awarded contractor shall maintain and keep accurate asset records for each item of County property auctioned or sold. This is to include model number(s), serial number(s), asset tag number(s), date each item was auctioned/sold, and amount each item was sold for.
- 2.1.8 The Contractor shall be responsible to advertise each surplus auction according to ASRS statute.
- 2.1.9 The Contractor shall make all items to be auctioned available for public viewing within twenty – four (24) hours prior to the start of every auction.
- 2.1.10 The Contractor shall pick up items within two (2) business days of notification.

## **2.2 VEHICLE SURPLUS AUCTION:**

### **2.2.1 COUNTY RESPONSIBILITIES**

- 2.2.1.1 The Equipment Services Department (ESD) stores and preps all County vehicles for all County departments at 3325 West Durango Street, Phoenix Arizona, 85009.
- 2.2.1.2 ESD will remove all County markings / decals. ESD may require the Contractor to be a backup in removing the County markings.
- 2.2.1.3 ESD will ensure the vehicles do not have flat tires. When the Contractor takes possession of the vehicles and a tire(s) gets a flat, it will be their responsibility to repair or replace, at no cost to the County.
- 2.2.1.4 ESD will provide an auction spreadsheet listing all vehicles - year, make and model and known problems with the vehicles (i.e. a/c not working, transmission bad).
- 2.2.1.5 ESD may have lots / pallets of related automotive parts and other miscellaneous items to add to the auction. If lots are separated to increase the value the items, proceeds shall stay with the original lot to know which County department the proceeds need to be reallocated to.
- 2.2.1.6 ESD has their own forklift to assist in loading the lots on to the Contractors equipment.
- 2.2.1.7 ESD will notify the Contractor when vehicles and other related items are ready for picked up.

- 2.2.1.8 ESD will provide all vehicle titles and extra set of vehicles keys to the Contractor.
- 2.2.1.9 ESD will have a designated key board for all the auction vehicle keys and a sign out sheet. The vehicle keys will have a tag displaying the vehicle number and the vehicle number will be displayed on the windshield of the vehicle.
- 2.2.1.10 All auction vehicles and related automotive parts are sold “as is”.
- 2.2.1.11 ESD auction spreadsheet shall be not altered.
- 2.2.1.12 ESD auction coordinator is the point of contact (602-506-0123) for all questions and concerns regarding paperwork (titles, spread sheet, billing, etc).
- 2.2.1.13 ESD Get Ready/Disposal is the point of contact (602-506-6420) for the release of County vehicles and lots.

**2.2.2 CONTRACTOR RESPONSIBILITIES**

- 2.2.2.1 The Contractor shall maintain a facility that secures all County items.
- 2.2.2.2 The Contractor shall schedule to pick up all vehicles / lots for auction within forty-eight (48) hours of receiving the auction spreadsheet.
- 2.2.2.3 The Contractor shall be responsible for towing / transporting all County vehicles and lots.
- 2.2.2.4 The Contractor must be equipped to tow / transport various vehicles and equipment Gross Vehicle Weight (GVW).
- 2.2.2.5 The Contractor is required to sign out for all vehicle keys when vehicles are transported.
- 2.2.2.6 The Contractor will incur the cost to replace lost vehicle keys. ESD will charge the Contractor to remake the vehicle key(s). The cost to remake a chip programmable key is a flat charge of \$150.00; to remake a standard / non programmable key is a flat charge of \$40.00.
- 2.2.2.7 The vehicles are sold as is; ESD will make sure that the vehicle has a charged battery and is operational for auction. The Contractor shall be responsible for any minor repairs after receiving the vehicle as necessary to make the vehicle operational for the auction (i.e. charge or replace battery; repair a flat tire), at no cost to the County. The contractor has an option to recharge the battery or push the vehicle to the auction spot.
- 2.2.2.8 The Contractor shall provide pricing to remove County markings / decals from doors, or the full vehicle at a flat rate for any size.
- 2.2.2.9 All County vehicles must have all County markings removed prior to the auction date and released to the buyer .
- 2.2.2.10 The Contractor shall make all items to be auctioned available for public viewing within twenty – four (24) hours prior to the start of every auction.
- 2.2.2.11 The Contractor shall remit to the County all proceeds from the auction, less the awarded Contractor’s fee within ten (10) **business** days after auction date
- 2.2.2.12 The Contractor’s Consignor settlement must match the ESD auction spreadsheet. The following sales record shall include; item description, lot



number, the sale price and the name, address and telephone number of the buyer.

- 2.2.2.13 The Contractor shall auction all vehicles and lots released to them within six (6) weeks after taking possession.
- 2.2.2.14 The Contractor shall ensure the maximum financial benefit to the County by cleaning the interior and exterior of all vehicles and equipment.
- 2.2.2.15 The Contractor is responsible for processing titles for the buyers.
- 2.2.2.16 The Contractor is responsible for submitting a "sold notice" of every County vehicle to Motor Vehicle Department (MVD) on the same day of the auction date.
- 2.2.2.17 The Contractor shall also include that all assets will be washed, detailed, ~~and decals removed~~ for free. This mainly pertains to vehicles however the Contractor shall always make the extra effort to make sure all assets are at their most presentable condition.

## 2.3 PAYMENT

As consideration for performance of the duties described herein, Contractor shall deduct the percentage stated in Final Pricing, attached hereto and incorporated herein as Exhibit A, from the funds due the County.

Payment to the County shall be made within ten (10) **business** days after the sale (auction date). Payment shall be accompanied with a detailed list of all items sold, price sold for, County department disposing of the equipment and buyers' number. A detailed list of all items not sold and to be held for the next sale to include County department shall be supplied with the payment.

## 2.4 FREQUENCY OF SURPLUS PROPERTY SALES/AUCTIONS:

The awarded contractor will be required to hold surplus property disposal auctions each month.

## 2.5 SALES REPORT:

The Contractor shall furnish the County a **monthly** sales report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit separated by County department name/number.

## 2.6 TAX: (SERVICES)

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price. Proposal pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied.

## 2.7 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

**WESTERN SALES MANAGEMENT INC., 1616 S. 67<sup>TH</sup> AVENUE, PHOENIX, AZ 85043**

PRICING SHEET: 9980001

Terms:	NET 10
Vendor Number:	2011000270 0
Telephone Number:	623/936-3300
Fax Number:	623/936-8527
Contact Person:	John Cadzow
E-mail Address:	<a href="mailto:wsmauctionbiz@yahoo.com">wsmauctionbiz@yahoo.com</a>
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>March 31, 2014.</b>